

4 August 1953
NUMBER 1320.3

DEPARTMENT OF DEFENSE DIRECTIVE

SUBJECT: Evaluation Reports for Officers Assigned to the
Office of the Secretary of Defense

REFERENCE: (a) Memorandum from the Chairman, Personnel Policy Board,
dated 9 August 1950, subject, "Evaluation Reports
for Officers Assigned to Joint Agencies, (I-1A)."

I. PURPOSE

The purpose of this directive is to furnish policy guidance to the military departments and within the Office of the Secretary of Defense regarding the preparation and signing of evaluation reports for military personnel who serve full time in the Office of the Secretary of Defense, and instructions to the Secretaries of the military departments to guide selection boards in their operations.

II. CANCELLATION

Reference (a) is cancelled.

III. POLICY

Effective immediately, performance of all military personnel assigned full time with the Office of the Secretary of Defense will be evaluated on the regular career forms and in accordance with the procedures prescribed for evaluation of performance of duties in the respective military services. The immediate civilian supervisors or the immediate military supervisors, regardless of branch of service, will fill out and sign such reports on these forms. No other efficiency reports for such service will be maintained.

The Secretary of each military department will direct the boards convened in his department for the selection of military officers for promotion, to give the same weight to service in the Office of the Secretary of Defense and the evaluation reports from that Office as to service in the military department staff and to evaluation reports of departmental officers.

IV. ACTION REQUIRED

It is desired that each of the Military Departments forward to the Assistant Secretary of Defense (Manpower and Personnel) within one month following the date of this directive copies of implementing regulations to place into effect those policies contained in this directive.

**John A. Hannah
Assistant Secretary of Defense
(Manpower and Personnel)**

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